

The Indiana Prosecuting Attorneys Council has an immediate opening for an **Administrative Assistant IV.**

Duties

- A. Educational Scholarships
 - Review applications from county prosecuting attorneys and staff who wish to apply for scholarships to attend continuing legal education seminars.
 - Work with counties on travel arrangements to ensure they are in compliance with state guidelines.
 - Audit travel claims and prepare for payment.
- B. Assistant to Director of Child Support (Attorney)
 - Will assist Director of Child Support in preparing correspondence, reports and other documents including PowerPoint presentations.
 - Make travel arrangements and prepare travel claims.
 - Schedule meetings and Assist with Conferences
 - Set up trainings at county prosecutors' offices.
- C. Assist Other Attorneys and Staff
 - Prepare documents on an as needed basis for other staff attorneys
 - Assist Office Manager as needed.
 - Assist IPAC Staff in the preparation of and assembling of conference materials.

Skills:

- Excellent communication and organizational skills; candidate must be proficient at word processing (Microsoft Word); knowledge of PowerPoint and Excel.

Requirements:

Requires light lifting of Conference binders.

May require limited amount of in-state travel

Candidates will be subject to background check

Interested candidates should send resume and cover letter by August 31, 2008 to:

Indiana Prosecuting Attorneys Council
302 W. Washington St., Room E-205
Indianapolis, IN 46204